

Quick Reference Guide:

How to Run the Employee Expenses Status Report



Purpose:

The Employee Expenses Status Report will give Line Managers and HR Department Administrators access to information for their data level access. All Expense Report statuses are available in this report.

Users will only see employees within their Cost Center. Expense transactions charged by employees outside of a Cost Center will appear on the Transaction Report.

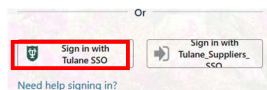
REQUIREMENT: To view data, users must have the Line Manager or HR Department Admin role. To obtain the HR Department Admin role, please submit a WaveWorks Service Now Access request including the data level needed to receive. The Line Manager role is only available to those users who directly supervise other employees.

Step-by-Step:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.

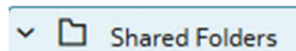


This is in the upper left hand of the screen.

Click on Catalog.



Click on Shared Folders.



Click on Custom.



Click on FDI Production.



Open the report.



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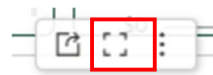


Make selections from available search criteria.

Each selection will change the data below.

Report Status Pending individual approval, Pend...	Manager Name All	Department Name All	Type All
Expense Source All	Expense Report Number All	Person Full Name All	

Review or Export the data.



Expense Report Table:

The expense report table will show high-level data summary information for the expense report(s) excluding the specific line items of the report.

Person Full Name	The report owner
Person Email	The Tulane email of the report owner
Manager Name	The Line Manager of the employee
Manager Email	The Tulane email of the Line Manager
Report Status	Statuses can include saved, pending manager approval, paid, etc.
Department Name	The home Cost Center of the Employee
Report Creation Date	The creation date of the report
Report Submission Date	The submittal date of the report
Report Approval Date	The date of the final approval for the report
Trip End Date	The Trip/Event/Month end date reported



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Approver Name	Will reflect the next approver needed to approve This will be blank if the report is fully approved, not submitted, or is within Appzen This is updated overnight so will not show day of approval information
Auditor Name	Will reflect the next auditor to review This will be blank if the report is fully approved or not submitted
Expense Report Number	The unique number associated with the report
Total Expense Amount	This is the total amount of the expense report
Template	Shows if this is a T&E/Out of Pocket report (Tulane Employee Expense Template) or a P-Card report (Tulane P-Card Expense Template)
Purpose	The reported Purpose of the report i.e. Report Title

Expense Report by expense line Table:

The Expense Report by expense line table will show line-item data for the expense report including the following:

Person Full Name	The report owner
Person Email	The Tulane email of the report owner
Manager Name	The Line Manager of the employee
Manager Email	The Tulane email of the Line Manager
Report Status	Statuses can include saved, pending manager approval, paid, etc.
Department Name	The home Cost Center of the Employee



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Trip End Date	The Trip/Event/Month end date reported
Expense Report Number	The unique number associated with the report
Template	Shows if this is a T&E/Out of Pocket report (Tulane Employee Expense Template) or a PCard report (Tulane P-Card Expense Template)
Purpose	The reported Purpose of the report i.e. Report Title
Expense Source	Shows if this is a corporate card charge or a reimbursement
Type	The expenditure type chosen on the report
Expenditure Type	The Natural Account including the number associated with the Natural Account
Merchant Name	The merchant whom the expenditure occurred with
Line Expense Amount	The amount of the transaction
GL Account Combination	The expense default or GL Project charged
Project Number	The Non-Sponsored or Sponsored Project Charged If a GL Project was charged this will show No Value
Task Number	The Task number associated with the transaction If a GL Project was charged this will show No Value If a Cost Center Program was charged it will appear in this field
Task Name	The name of the task number charged
Expenditure Organization	The Cost Center of the Non-Sponsored or Sponsored Project Charged If a GL Project was charged this will show No Value

